

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	04	Title:	Physical Security	
Document:	03	Title:	Facility Access	

1. STANDARD

Physical access to ISD facilities containing sensitive information, or areas under ISD control, will be restricted to authorized personnel except public areas as identified under Arizona Revised Statutes.

1.1. Summary of Standard Changes

1.2. Purpose

ISD will provide a secure and safe working environment for its employees and other state assets through monitored physical access.

1.3. Scope

Applies to all buildings and work areas under the control of ISD.

1.4. Responsibilities

1.4.1. Management is responsible to maintain, promote and disseminate the standard.

1.4.2. All employees are responsible to know the standard and to and maintain it.

1.4.3. All persons not employees of ISD who desire admittance to secure ISD facilities are responsible for providing and carrying proper identification and following standard practices.

1.5. Definitions and Abbreviations

1.6. Description of Standard

Standard applies to secure and 'public access' facilities under ISD control giving procedures for access to each environment which will support a safe and secure physical environment for employees and all other state assets.

1.7. Implications

Identification badges must be worn in visible places when an employee is in the ISD workplace. Visitors will be escorted at all times. Working alone in restricted areas is forbidden.

1.8. References

A.R.S. 38-401 (Business hours Public Buildings), A.A.C. R2-6-203 (Business hours State Offices)

1.9. Attachments

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2. MAG-CARD IDENTIFICATION BADGE CONTROL PROCEDURES

Magnetic strip identification badges will be worn by ISD personnel at all times.

2.1. Summary of Procedure Changes

1/24/2002 - Revision 001 - Section 2.2.2 - Capitol Police issues ADOA ID Badges after requirements met.

1/24/2002 - Revision 001 - Section 2.2.6 - Required training and executed forms.

2.2. Procedure Details

2.2.1. Entrances to highly sensitive or critical areas are controlled by a mag-card system. The cards are used for general identification and are worn at all times.

2.2.2. New employees, immediately after hiring, and after completing all required training and signing all non-disclosure forms, will report to the Capital Policy Badge Station with a signed badge request indicating needed areas of access, where they will be issued an ADOA identification badge.

2.2.3. ADOA ID badges will display only a badge identification number and a picture.

2.2.4. When badges are used to gain access to an area, only one person per badge may enter (no 'piggybacking').

2.2.5. When an employee terminates employment for any reason, they will immediately surrender their identification badge before final processing is completed.

2.2.6. All training and forms required by ISD or their Information Owners will be completed before issuance of ADOA ID badges.

2.3. References

2.4. Attachments

3. VISITOR ACCESS PROCEDURES

3.1. Summary of Procedure Changes

1/24/2002 - Revision 001 - Section 3.2.4 - Issuing Temporary ADOA Key Cards

3.2. Procedure Details

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- 3.2.1. All visitors to an ISD secure area will sign-in at the reception area and issued a visitors pass after identity is confirmed.
- 3.2.2. All visitors in ISD secure areas will be escorted by a person authorized to access the area.
- 3.2.3. All visitors to an ISD secure area, including contractors and consultants, will be supervised while the area.
- 3.2.4. Any 'trusted employee or contractor' having fulfilled all requirement of 2.2.6 may be issued a temporary ADOA magnetic Key Card for unescorted activities. Temporary ADOA Key Cards will be returned when requested.
- 3.2.5. All individuals without ID or visitor badges will be challenged as to the purpose for their presence in the area, and will be accompanied to either a reception desk or the person they intend to see.

3.3. References

3.4. Attachments

4. DOOR KEY PROCEDURES

4.1. Summary of Procedure Changes

4.2. Procedure Details

- 4.2.1. Door keys for access to areas not under security guards or magnetic locks will be issued after a signed key request form is received from a manager showing specific need.
- 4.2.2. No key may be duplicated.
- 4.2.3. Lost or stolen keys are immediately reported to ISD Security.
- 4.2.4. No key may be loaned to any person for any reason.

4.3. References

4.4. Attachments

5. GENERAL FACILITIES ACCESS PROCEDURES

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5.1. Summary of Procedure Changes

1/24/2002 - Revision 001 - Section 5.2.2 - Capital Police/ISD access records.

5.2. Procedure Details

5.2.1. Security guards will be used as needed to protect ISD facilities.

5.2.2. ISD Security will maintain records (Visitor ID Cards, Temporary Magnetic Key Cards) along with Capitol Police (ADOA Magnetic Key Cards) showing when, and who, has had access to restricted areas.

5.3. References

5.4. Attachments